



VACANCY ANNOUNCEMENT

Job Title:

- Income Generating Activities Officer 1 Position
- Cooperative, Business and Development Assistant (CBD Assistant) : 4 Positions
- Internship and Employment officer :1 Position

Work Office: Bugesera –Ntarama

Project Liaison office: GAERG head office, Kicukiro, Kagarama - Nyanza

Employment status: Full - Time

Contract type: Fixed term

Reports to: Project Manager

Deadline: 14th September, 2021

Institution Information

Groupe des Anciens Etudiants Rescapés du Génocide (GAERG) is non-governmental, nonprofit organization established in 2003 to become a new family for survivors of the genocide who were graduating from Higher Learning Institutions, enabling them to regain a sense of belonging and to overcome the consequences of the Genocide against the Tutsi and to become active members of Rwandan society. The organization was legally recognized by the Government of Rwanda under the Ministerial order N°03/08.11 of 17/01/2011 granting legal status and approving its legal representatives. Later in 2018 GAERG received an official registration certificate No. 180/RGB/NGO/LP/12/2017 for non-governmental organization provided by RGB.

GAERG envision for a world free of Genocide with a mission of strengthening the capacity of survivor's community, to overcome consequences of genocide against the Tutsi for them to effectively contribute to the genocide prevention and reflecting on their role in sustainable development of Rwanda.

Under its 5 year strategic plan (2018-2023), GAERG implement its activities under four major programs namely; Memory and Genocide Prevention, Social Economic Empowerment, Healing and Resilience and Research and Advocacy programs. All these programs are designed to meet core goals of the organization which are;

1. To promote memory and commemoration of the Genocide against the Tutsi and to prevent the spread of genocide ideology among the young generations

2. To accelerate survivor's economic empowerment through capacity building for members of GAERG and other vulnerable survivors, decreasing their level of vulnerability and improving their social well being
3. To build synergy with other key stakeholders to carry out evidence-based advocacy for key challenges which affect GAERG members, other vulnerable survivors and their surroundings
4. To ensure organizational sustainability and accountability

The YEEP Project

The Youth Economic Empowerment Project (YEEP) is a partnership between SURF (Survivors Fund - <https://survivors-fund.org.uk/>) and GAERG to deliver entrepreneurship, work readiness and vocational training, and access to finance and learning resources, to empower vulnerable youth – specifically young survivors which dropped out of school and vulnerable second-generation survivors – and enable them to develop secure livelihoods and sustainable incomes. In so doing, this will alleviate their poverty and improve their well-being and enable them to better independently support themselves and their households.

Job Summary:

1. Income Generating Activities Officer (IGA Officer):1 Position

In line with the YEEP Project, GAERG is looking for one outstanding candidate to fill the role of Income Generating Activities Officer/Specialist. In fact with our partner SURF there is a long-term relationship working with Microfinance institutions, acting as a guarantor for beneficiary's small business loans and delivering entrepreneurship training for those who want to set up income-generating activities. After completing the training, we assist them to apply for and manage the loan. Over the past years, loans totaling more than £30,000 have been disbursed with a 100% repayment rate.

The research has shown that when beneficiaries take loans, more than half go to a lending group or microfinance institute, with only around 30% approaching a bank, usually due to the high interest rate. With this approach, we work with a competitive Bank which is highly community focused and willing to work alongside us to tailor lending program to the needs of our beneficiaries. However, alongside that, we continuously support them in the creation of community savings groups, which provide a trusted, local source of start-up capital for them.

Due to the success of this approach, SURF and GAERG propose to replicate it with youth in need of support to secure sustainable livelihoods. YEEP would deliver a structured entrepreneurship training program, for which it will tailor content and materials specific to youth, and then assist those who would like to apply for a bank loan or integrate with existing savings groups.

Although training material already exists for entrepreneurs, focusing on business start-up, market research, financial management and marketing, we will tailor this to GAERG beneficiaries in Kigali in this phase, thinking that they might have specific business interests that the project could help to support. The management of this approach is what the IGA Officer/Specialist will be responsible for.

- Reports to: GAERG Program Manager
- Duty station: Kigali City, in Gasabo, Kicukiro and Nyarugenge Districts
- Contract duration: 12months

✓ **IGA Officer Duties and Responsibilities**

- Mobilize GAERG Beneficiaries to form business
- Participate in curriculum development and conduct the training of GAERG Beneficiaries on Income Generating Activities.
- Help GAERG beneficiaries to develop bankable/viable business plans, and establish related marketing plans.
- Help GAERG beneficiaries to access on business capital, and link them to financial institution to apply for loans.
- Follow up of loans recovery
- Conducting the training of field staff
- Monitoring and evaluation of ongoing of project activities
- Encourage beneficiary's ability of savings for investment.
- Planning and reporting of Project Activities (Monthly, Quarterly and annually).

✓ **Qualifications and Person Specification**

- A Bachelor's degree in management, Business Administration, cooperative development and management or other related field with Experience of at least 3 years in offering training on entrepreneurship skills and business planning.
- Demonstrate an interest in teaching or guiding others to build their personal capacities
- Confident, positive, approachable, sensitive with high level understanding of the ecosystem of the needs of Genocide survivors.
- Highly organized and able to analyze the project objectives and its outcomes
- Proactive and ability to self-direct own
- Willingness to be flexible according to the demands of the employer
- Being an active GAERG member is an added value.

✓ **Skills and Experience**

- Experience working with Genocide survivors or other vulnerable groups in social development and business development.
- Monitoring and Evaluation skills and Results Based Management
- Good communication skills.
- Knowledge on the use of computer and ability to perform Microsoft Office and general office skills.

2. Cooperative, Business and Development Assistant (CBD Assistant) : 4 Positions

Reports to: IGA Officer

Duty station: Kigali City, in Gasabo, Kicukiro and Nyarugenge Districts

Contract duration: 6 months renewable

✓ **The CBD Assistants will perform the following duties and responsibilities:**

- Mobilize GAERG Beneficiaries to form business
- Participate in curriculum development and train GAERG Beneficiaries on Income Generating Activities.
- Detect microfinance opportunities, in the fields of Livelihoods and provide guidance on the startup businesses.
- Help GAERG beneficiaries write business plans, marketing plans.
- Support youth with business plan during the training period
- Perform other duties as may be assigned.
- Help GAERG beneficiaries to access business capital, and link them to financial institutions to run the business.
- Build capacity to manage these business relationships.
- Encourage beneficiary's ability of savings for investment.
- Planning and reporting of Project Activities (Weekly ,Monthly ,quarterly)

✓ **Qualifications and Person Specification**

- A Bachelor's degree in management, economic, entrepreneurship, cooperative development or other related field with Experience of at least 2 years in offering training on entrepreneurship skills and business planning.
- Demonstrate an interest in teaching or guiding others to build their economic capacities

- Confident, positive, approachable and sensitive to the needs of Genocide survivors.
- Highly organized and able to analyze the project objectives and its outcomes
- Willingness to be flexible according to the demands of the employer
- Being an active GAERG member is an added value

✓ **Skills and Experience**

- Strong financial analysis skills with good understanding of business process
- Excellent of interpersonal, oral and written communication skills
- Experience working with Genocide survivors or other vulnerable groups.
- Ability to work independently and manage own time
- Ability to use computer and Microsoft office
- Experience working with cooperatives/SHG/Tontines is advantage,
- Ability to demonstrate facilitation skills

3. Internship and Employment officer :1 Position

- Reports to: IGA Officer
- Duty station: Kigali City, in Gasabo, Kicukiro and Nyarugenge Districts
- Contract duration: 6months

✓ **Duties and Responsibilities**

- Networking and Searching of the professional internship to GAERG beneficiaries
- Development of internship logbook to monitor internees performance
- Providing basic skills on work habit and conduct to internees for them to seize employment opportunities
- Making awareness and employment negotiations on behalf of internees who completed internship.
- Providing mentorship to internees for employment
- Follow up on beneficiaries who are attending vocational training and encourage them to create employment.
- Planning and reporting (Weekly ,Monthly ,quarterly)

✓ **Qualifications and Person Specification**

- A Bachelor's degree in management, entrepreneurship and communication and development or other field with Experience of at least 3 years in intern's management related field.

- Highly organized and able to analyze the project objectives and its outcomes
- Confident, positive, approachable and sensitive to the needs of Genocide survivors
- Proactive and ability to self-direction
- Willingness to be flexible according to the demands of the employer
- Being an active GAERG member is an added value

✓ **Skills and Experience**

- Experience working in Career guidance related field
- Monitoring and Evaluation skills and Results Based Management
- Experience working with vulnerable groups is preferred
- To have an ability to positive influence
- Possession of high level skills in advocacy
- Interpersonal communication skills
- Ability to use computer and knowledge of Microsoft Office

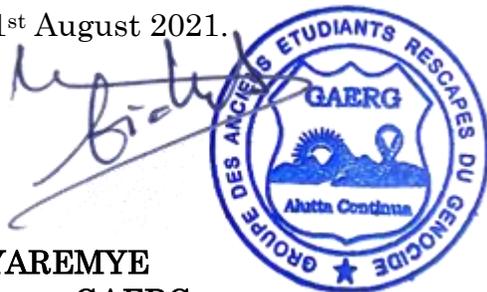
How to Apply

Interested candidates should submit the following documents to GAERG via email: gaergrwanda@gmail.com not later than **14th September 2021 at 3:00 Pm.**

- Letter of Application addressed to the President of GAERG.
- Detailed Curriculum Vitae;
- A copy of the Identity Card and a copy of Degree
- Certificate of a Trainer (where needed)
- For GAERG members, recommendation from family parents recommending your active membership is required.

NB: Due to anticipated interest in these posts, only shortlisted candidates will be contacted for exams

Done at Kigali 31st August 2021.



Fidele NSENGIYAREMYE
Executive Secretary - GAERG.